

COLUMBIA COLLEGE NEW EMPLOYEE ORIENTATION CHECKLIST

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| NOTE: Must; Shall; Will: Should: May or Could; Can: | Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document. |
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DIRECTIONS

The following checklist is to be reviewed by each new employee to assist him or her with orientation to the College. Each new employee is to ensure that all listed items are reviewed and "checked" in the corresponding boxes. Upon completing all areas of the orientation the new employee must submit the checklist to his or her chairperson/manager or coordinator so that it can be placed in their personal employment file in the accounting department. **Please note that these activities must be completed no later than two weeks after your first day of work.**

Name: _____

Dept./Program: _____

FACILITY ORIENTATION with the Facility Manager or Designate

- Assign Key _____
- Security Procedures and Security Contact Card if Applicable _____
- Location of AC Minutes _____
- Cleaning/Maintenance request procedure _____

Facility Manager's Signature: _____

PROGRAM ORIENTATION with the Chairperson/Manager/Coordinator

- Parking Pass Authorization/Parking Map/Buildings Map _____
- Building Tour _____
- Supplies/stationery _____
- Introduction to Staff _____
- Staff Meeting Schedule _____

For Student Services Team Members Only

- Student Services Handbook _____
- Student Selection Document _____
- Staff Directory (as needed) _____

For Facilitator Team Members Only

- Columbia College Facilitator's Binder for Pre-Career Programs (if applicable) _____
- Columbia College Facilitator's Binder for Professional Programs (if applicable) _____
- Faculty Profile Form _____

Coordinator/Chairperson/Manager's Signature: _____

IS ORIENTATION with the IS Manager

- Assign Photocopy Code/Operation of Photocopier _____
- Administration Documents _____
- Outlook _____
- Intranet _____
- Multimedia Unit Orientation _____
- IS Task Requests _____
- Lab Orientation (if applicable) _____
- Telephone Orientation (as needed) _____

IS Manager's Signature: _____

ACCOUNTING/HR ORIENTATION with the Accounting Manager or Designate

- Review contract - transcripts/previous experience documents _____
- TD1 Forms _____
- Timesheet Orientation and Deadlines (applicable to part-time employees) _____
- Collect Emergency Contact Information _____

Accounting Department Signature: _____

LIBRARY ORIENTATION with Librarian or designate

- Employee Identification Card _____
- Assessment Centre _____
- Professional Development Resources etc. _____

Librarian's Signature: _____